

West Olympia Farmer's Market Manager Position:

Market Description: Our farmers, artisans and producers are predominately from Thurston county and most work and live on the Westside of Olympia. Our focus is on small-scale, new, and beginning vendors, and many of our vendors only sell to the public through the West Olympia Farmers' Market.

We have produce, baked goods, eggs, pastured poultry and meats, flowers, veggie starts, crafts, and more. Everything is grown or produced right here, so come on out and support your local producers.

By shopping at your neighborhood market you are helping our local economy grow and flourish by encouraging small scale producers to meet the needs of our community.

Job parameters: 10 hours per week paid at \$10 per hour for 7 months, April-October

Job responsibilities:

- Attend each market day. Set-up, staff booth, keep data on visitors and vendors, take down.
- Self-educate (with the help of market board and vice-president) and train in April.
- Set-up layout of market.
- Plan one special event per month and advertise for it.
- Coordinate vendor meetings at beginning and end of season.
- Create an e-mail newsletter each week and distribute.
- Keep the Facebook and Website page up to date.
- Attend board meetings and retreat.
- Organize weekly or bi-weekly raffles.
- Submit a monthly report of work to the board vice-president.
- Send press releases of market events.
- Manage volunteers during market days.
- Serve as a liaison between vendors and board.

Applicant qualifications:

- Organized and efficient, good time management
- Experience in social media and web communications
- Demonstrated commitment to local and sustainable food
- Has vehicle
- Motivated, self-starter
- Friendly, outgoing
- Creative fresh ideas

Desired qualifications:

- Retail and/or money handling experience
- Volunteer management experience

To apply, please e-mail a resume, cover letter, and contact information for 2 references to wolyfarmersmarket@gmail.com by February 15, 2014.